

## Introduction

This policy applies equally to any and all persons who may have occasion to seek expense reimbursement from the local for union approved business.

Local 5167 has 4 signing officers, 2 of which must sign all cheques and approve expense vouchers. The signing officers include President, Vice President, Treasurer and Executive Administrator.

## Approval

Prior approval is required for certain aspects of the expenses covered by this policy.

For any expense not covered by this policy, prior approval must be obtained from the President / Treasurer or Designate in order to qualify for reimbursement.

Failure to secure approval or provide adequate supporting documentation where required will result in the denial of reimbursement.

If expenses have been unauthorized and are outstanding, the member will be ineligible to attend any future Conventions, Conferences and Seminars until the amount owing has been paid back. Any amount owing will be deducted from any future honorarium.

## Appeal

Where a claim is rejected, the claimant will be provide with an explanation as to why the expense was denied.

Should the claimant wish reconsideration their appeal will be submitted to the Executive board for review.

The decision of the Executive Board shall be binding and recorded.

## Expense Voucher

The expense voucher must be completed in its entirety. The following information must be included; actual amounts you are requesting reimbursement for, the reason for the expense, the date the expense was incurred, and your signature.

# Expense and Reimbursement Policy

Expense vouchers must be submitted within 60 days of the expense being incurred. All claims received after 60 days will be declined for reimbursement except under special occasions and with approval of the Treasurer.

It is the claimant's responsibility to ensure all supporting documentation is attached to the expense voucher. Missing documentation could result in delays of payment or denial of claim.

Note: CUPE Local 5167 will not pay any expenses when a member is performing work for other unions, locals, the Ontario Division, CUPE National or Political Parties. These expenses are to be submitted to that organization. The Local does not top up if the other organization pays less than our posted rates.

## Meals

Meals can be provided when on union business and the work requires members to work through lunch or dinner. Meals can also be provided if the meeting is at a location where it would be unreasonable to expect that the member could provide their own lunch.

Food purchased for members is provided to be consumed during what would be a lunch or dinner break. The union does not pay for any food items purchased outside the working hours. This includes breakfast or coffee on the way into your union work day.

Example: it is 5 pm and the member is working until 8 pm and can not take a break. The Local will provide a meal up to the dollar limits listed.

The Local will not reimburse for any alcohol purchased during a meal.

The Local will reimburse up to: \$25.00 for lunch, including taxes and delivery

\$35.00 for dinner, including taxes and delivery

All food receipts must include: purpose of meeting, members name and time the meeting began and ended.

## Mileage

A member on paid leave for the Local is entitled to mileage when additional travel is required for union business.

Mileage will be paid at the current CRA rate.

# Expense and Reimbursement Policy

Mileage must be claimed on the expense voucher and include the following information: date, specific start and finish location, along with the number of kilometers travelled.

Mileage will be paid based on the following examples:

Example 1: A member has been booked off (or received a day in lieu) to work an election. If the distance from your home to that location is less, then the distance from your home to your place of work then no mileage will be paid.

Example 2: A member has been booked off (or receiving a day in lieu) for the Local's business. The distance from your home to your normal work location is 10KM and the mileage where the member is doing union business is 15km, the member is entitled to claim 5 kms.

Example 3: The member is at work and must leave work to attend an authorized meeting for the Local that is 5km from your workplace. A claim can be submitted for 5 km or 10 km if the member is returning to work.

Mileage for Labour Management and Joint Health and Safety Meetings should be submitted to the employer. The Local will reimburse for these meetings if after attempting to be reimbursed by the employer the claim is not paid.

## **Parking**

Parking expenses, while on approved Local business will be reimbursed provided a receipt is submitted. The receipt should clearly indicate amount, date and purpose of expense.

The Local will not reimburse for Valet parking unless there is no alternative, or the price is the same or less as other local parking. If valet parking must be used, preauthorization from the Treasurer is required.

The local will not pay for any fines received because of violating any parking by-laws.

## **Daily "Out of Town" Expenses**

Those participating in Local 5167 business while out of town will be paid a flat rate of \$100.00 per diem (full day) for their expenses. Half days will be paid at a rate of \$50.00.

## Expense and Reimbursement Policy

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If meals are provided the flat rate will be reduced by \$35.00 for Dinner, \$25.00 for Lunch and \$20.00 for Breakfast.

If any other source contributes towards expenses, the flat rate will be reduced by that amount.

It is understood that members have a cell phone and will use them for personal use while away. No charges for phone calls made through the hotel will be paid unless an emergency arises and the Treasurer is informed of the pending charges

The Local will pay for the hotel room only, all miscellaneous charges are the responsibility of the member using the room.

The Local will pay the standard room rate and can use any local hotel deemed appropriate.

Regardless of the travel mode chosen, the Local will reimburse up to the most cost-effective and reasonable method of travel. This decision will be made by the Treasurer

If an emergency arises and a member can not complete the convention, conference or training as booked they must inform the office right away as to the reason.

### **Executive Approved Expenses**

Cell phones will be reimbursed to Executive Board members as follows providing the phone number is listed and available for member and office use;

President, Vice President, Executive Administrator, 2<sup>nd</sup> Vice President, City Outside Vice President, City Inside Vice President and Lodges Vice President to a maximum of \$100.00 plus taxes.

Treasurer, Education Coordinator, Social Planning Coordinator, Equity and Diversity Coordinator, Airport Vice President, DARTS Vice President, Good Shepherd Vice President, RBG Vice President and SMH Vice President to a maximum of \$50.00 including tax.

The Executive Board will be reimbursed up to \$40.00 for internet.

President, Vice President, Executive Administrator, 2<sup>nd</sup> Vice President, City Outside Vice President, City Inside Vice President and Lodges Vice President can claim up to \$20.00 per month for additional auto insurance charges. To claim this the vehicle must be endorsed for business purpose and an actual increase charged by the insurance company.

# Expense and Reimbursement Policy

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## Credit Card Policy

The President, VP, Treasurer and Executive Administrator will be issued credit cards for use in paying local expenses.

The credit limit will not exceed the following:

- President - \$15,000.00
- Vice President - \$10,000.00
- Executive Administrator - \$10,000.00
- Treasurer - \$10,000.00

If any of the above does not wish to have a credit card issued to them, then they need to advise the Local in writing of this request.

The card holder is responsible to ensure all receipts are provided for all charged items with the following information provided, date, name and reason for expense.

The card holder is responsible to reimburse the Local for any personal or non-authorized items charged on the credit card.

All credit card holders will be given a copy of this policy by the Treasurer and will sign an acknowledgement of receipt.